

**SPECIAL EVENT - PUBLIC PROPERTY
USER APPLICATION & AGREEMENT**

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Lafayette Police - Traffic Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room
Contact Lafayette Parks Department for availability / 765-807-1500

Step Two:

- Complete and submit this application to Lafayette Engineering Department
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1050



Do not use for
contractor
vehicle permit

User Information

Date of Function: 7/25/2020 Time: From: 3 am/pm to: 1 am/pm
Name: Star City Bluest Jazz Fest. Organization: Friends of Downtown
Street Address: P.O. Box ~~555~~ 684
City: Lafayette State: IN Zip Code: 47902
Contact person(s): Ken McComan Phone Number(s): 765-414-7608
Email: k.mccoman@comcast.net
Event Description: Music Festival
Caterer: _____ Caterer's Phone Number: _____

This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other _____

5th St. from Columbia to Ferry

This event will include the following elements (check all that apply):

Anticipated Attendance: 2,000

- ☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages
☒ Restroom Facilities (required for events 4+ hours) ☒ Tents/Canopies
☒ Alcohol (security is required) ☐ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

- ☐ Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>
☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other _____

Optional Equipment & Services:

☒ Traffic Control: barricades, **No Parking** signs, \$25

** JUNKS & TRASH CANS*

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

| | | | | | | | |
|-------|---------------|---|---|---|----------|----------|---------------|
| | 0 | 7 days | 14 days | 21 days | | 42 days | |
| | Pre-planning | | Notices | Event Preparation | | | Event |
| Begin | 1st week | 2nd week | 3rd week | 4th week | 5th week | 6th week | |
| | First contact | Submit Application Pre-event Meeting | Contact Neighbors prior to Board of Works Hearing | Board of Works Public Hearing & Approval | | | Date of Event |

Application submittal checklist

- ☒ Application
- ☒ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☒ Receipt – payment made to City of Lafayette or Lafayette Parks Department

- Damage Deposit: \$ _____ (required only when renting Depot)
- Permit Fee: \$ 25 (fee waived when renting Depot)
- Rental Fee: \$ _____
- Equipment & Services: \$ 25 (optional)

☒ Certificate of Insurance

☒ Amusement & Entertainment Permit # _____

Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**

☒ Traffic Control / Public Safety / Emergency Plan

☐ User Agreement

☐ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

"User"

By: 

Signature

Printed: Ken McClammon

Date: 2/7/2020

February 7, 2020

To: City of Lafayette Board of Works
From: Ken McCammon
Star City Blues and Jazz Festival Committee
Friends of Downtown

This letter is intended as a request to allow the closure of Main Street from the East sidewalk of 5th Street to the alley between 4th and 5th Streets, and 5th Street between Columbia street and the North sidewalk of Main Street from 2pm until 1am on Saturday, July 25, 2020. This will be done in conjunction with the Star City Blues and Jazz Festival.

It is requested that the City of Lafayette provide barricades for closing the intersections and that these be delivered on Friday and picked up on Monday. Crews associated with the event will be responsible for erecting and removing these barricades. Signs will be required to inform people of the need to remove their vehicles from that portion of Main Street prior to the event (already in possession of organizers). It is also requested that additional trash/recycling receptacles be provided to facilitate cleanup after the event.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken McCammon", written in a cursive style.

Ken McCammon
Friends of Downtown

STAR CITY BLUES AND JAZZ FESTIVAL

The "Star City Blues and Jazz Festival" committee Friends of Downtown would like to announce the closure of Main Street from the East sidewalk of 5th Street to the alley between 4th and 5th Streets, and 5th Street between Columbia street and the North sidewalk of Main Street from 2pm until 1am on Saturday, July 27, 2019. This will be done in conjunction with the Star City Blues and Jazz Festival.

This will allow the people of Greater Lafayette and surrounding communities an opportunity to enjoy a street festival complete with food, music and fun.

Please call Ken McCammon at 765-414-7608 if you have any questions.

STAR CITY BLUES AND JAZZ FESTIVAL

The "Star City Blues and Jazz Festival" committee Friends of Downtown would like to announce the closure of Main Street from the East sidewalk of 5th Street to the alley between 4th and 5th Streets, and 5th Street between Columbia street and the North sidewalk of Main Street from 2pm until 1am on Saturday, July 27, 2019. This will be done in conjunction with the Star City Blues and Jazz Festival.

This will allow the people of Greater Lafayette and surrounding communities an opportunity to enjoy a street festival complete with food, music and fun.

Please call Ken McCammon at 765-414-7608 if you have any questions.

STAR CITY BLUES AND JAZZ FESTIVAL

The "Star City Blues and Jazz Festival" committee Friends of Downtown would like to announce the closure of Main Street from the East sidewalk of 5th Street to the alley between 4th and 5th Streets, and 5th Street between Columbia street and the North sidewalk of Main Street from 2pm until 1am on Saturday, July 27, 2019. This will be done in conjunction with the Star City Blues and Jazz Festival.

This will allow the people of Greater Lafayette and surrounding communities an opportunity to enjoy a street festival complete with food, music and fun.

Please call Ken McCammon at 765-414-7608 if you have any questions.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|---|--|
| PRODUCER Underwood Agency 3990 State Road 38 E STE 5A Lafayette IN 47905 | | CONTACT NAME: Aspen Klaus PHONE (A/C, No, Ext): (765) 742-7320 E-MAIL ADDRESS: aklaus@underwoodagency.com FAX (A/C, No): | |
| INSURED Friends of Downtown PO Box 684 Lafayette IN 47902 | | INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Ins INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | |
| | | NAIC # 15350 | |

COVERAGES**CERTIFICATE NUMBER:** CL19112700807**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | 1111825 | 08/04/2019 | 08/04/2020 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 1844235 | 02/11/2019 | 02/11/2020 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**City of Lafayette
20 N 6th Street

Lafayette

IN 47901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

MISCELLANEOUS PAYMENT RECPT#: 2036230
City of Lafayette, IN
20 N 6th St
Lafayette IN 47901

DATE: 02/19/20 TIME: 15:45
CLERK: sscott DEPT:
CUSTOMER#: 999
MISC CUSTOMER
COMMENT: JAZZ FEST

CHARGES:
APG1 APPLICATION FEE 25.00
BARR BARRICADE RENTA 25.00
AMOUNT PAID: 50.00

PAID BY: FRIENDS OF DOWNTOWN
PAYMENT METH: CHECK
1069

REFERENCE:

AMT TENDERED: 50.00
AMT APPLIED: 50.00
CHANGE: .00